

CITY OF BURBANK

ELECTRICAL SUPERVISOR

DEFINITION

Under direction, to plan and supervise the work of crews engaged in the construction, maintenance, and repair of electrical facilities in electric and water utility systems; and perform related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, and evaluates assigned personnel in all functional areas including electrical construction, maintenance, and repair of municipal utility electric receiving, transmission, distribution stations, substations of customers, other City facilities and buildings, transformer vaults, electric generating facilities, water pumping facilities, City street lights, and associated equipment; repair of air conditioning systems, and communication systems, including fiber optics; fabricates, forms, and erects bus and steel structures; works on energized high voltage circuits and equipment; moves and installs heavy electrical equipment; obtains working clearances and puts into operation proper safety devices and procedures; coordinates work with other City departments and with outside agencies; operates a computer with related software; exercises independent judgement and decision making skills based on standard policy or working procedures; conducts safety meetings; issues and approves material requisitions; prepares and maintains records and reports, both manually and electronically; prepares estimates for construction, maintenance, and repair projects; reads and interprets construction blueprints, specifications, sketches, and schematic wiring diagrams; prepares sketches and drawings; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary actions as needed, up to and including termination; may be required to perform duties in the handling, cleanup, and disposal of hazardous materials; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – the tools, methods, and materials required for the installation, maintenance, repair, and testing of electrical equipment used in electric and water utility systems; principles and practices of the electrical trade; electrical generating, transmitting, and distributing systems; safety laws, rules, and regulations relative to electrical construction and maintenance; the hazards involved in working on energized equipment, and the proper safety precautions to utilize when performing related tasks; principles and practices of sound personnel management and supervision; spelling, grammar, and punctuation.
- Skill in – diagnosing, testing, and repairing electronics and electrical systems; utilizing devices, tools, and equipment for electrical and mechanical work; operating modern computers and related software; exercising independent judgement and decision making skills based on standard policy or working procedures; personnel management and supervision.

- Ability to – prepare plans and estimates; interpret working diagrams; supervise electrical construction, installation, maintenance, and repair; direct emergency repairs; supervise the work of others; work at heights greater than 30 feet; maintain records and reports; apply first aid and artificial resuscitation; effectively supervise, train, and evaluate employees; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, other employees, and the public.

Education/Training: Four years' experience as a journey-level electrician, including work on high voltage equipment.

Special Conditions & Requirements: Employees in this classification who are required by applicable laws and regulations to have respiratory protection shall comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; safety weight limitations mandated by vehicle and/or equipment manufacturers shall restrict the total body weight of any individual in this classification. COLOR VISION: Keen color perception.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION

None.